



Fleet Inventory System

*Department of Administrative Services
Fleet Support Services*

URL: <http://www.fleetinventory.doas.ga.gov>

1. Purpose

This system is designed to provide a simple, but powerful, Web-based on-line inventory of all vehicles in the state fleet inventory. It is also used to gather annual mileage information as of the end of each fiscal year (June 30). It provides agencies an up-to-date vehicle inventory status that includes active vehicle counts, vehicles in the purchase process, and vehicles scheduled for turn in. The numbers reflected in this system are used to determine the current official state vehicle count.

This is not a Fleet Management System but is a temporary method to maintain an on-line inventory and allow the automated input of annual vehicle mileage. It is anticipated that information contained in this automated inventory system will be used as the base inventory for a statewide fleet management system in the future.

2. System Overview

This system can be used at agency level and can also be set up to go to sub-agency level (one level lower), if desired by an agency. Anyone authorized as an agency user will have access to all the vehicles within the agency. Individuals with sub-agency authorization will only be able to access the vehicles grouped within that sub-agency grouping.

Agencies can not add or delete vehicles in this system. All vehicles are initially inputted by Fleet Support Services (FSS) using information contained in the initial purchase request and subsequent information (Purchase Orders, Certificate of Origin, Invoice/Bill of Sale, Title, Registration, and agency vehicle number provided by the agency. Vehicles are deleted upon receipt in Fleet Support Services of copies of appropriate disposition documents.

This system will be used to record the mileage information (business, commute, and ending FY 2005 odometer) beginning July 1, 2005. The completion of this process will constitute agency validation that the vehicle inventory in the database is a true and accurate copy of the agency inventory and contains all vehicles owned by the agency as of June 30th of each year.

3. Level of Use

Agency Level. This program is specifically designed to be a management tool at the agency level. Fleet Support Services will grant access to agency fleet coordinators. Other agency personnel may be granted access to this database at the request of the agency on an individual basis. No generic user ID will be provided to any agency. Personnel granted access at agency level will be able to view and change agency authorized information on any agency vehicle. Fleet Support Services will conduct business only with agency level coordinators. Agency level coordinators will manage all sub-agency activities.

Sub-Agency Level. Agencies may elect to establish sub-agency users. Agencies will be responsible to develop the sub-agency grouping and provide necessary information to Fleet Support Services for establishment. Personnel with sub-agency designation will be allowed to view/change information set up as part of their sub-agency; however, they can not view the entire agency database. The establishment of a sub-agency is solely for the convenience of an agency. The agency fleet coordinator remains responsible for the accuracy of the agency portion of the database. Fleet Support Services will not manage at sub-agency level. Agencies desiring to set up sub-agencies should contact Fleet Support Services and discuss their needs. Specific instructions will be provided based on the complexity of the task. Training of sub-agency personnel in the use of this system will be the responsibility of each agency fleet coordinator. Fleet Support Services will assist with this training, with prior coordination.

User login instructions. User login instructions are contained in Appendix A to this manual.

4. Data Field Management

This system is designed to minimize work on the part of agencies and all standardized vehicle data is entered by Fleet Support Services. Many fields are “view only” by agencies.

Controlled Fields. The fields listed below are maintained by Fleet Support Services and can only be viewed by agency/sub-agency.

Agency Name	Body Style	OFM Reference No.	Agency Vehicle Number (*Note 1)
Sub-Agency	VIN	Approval Type	PO Approval Date
Vehicle Status	GVW	In Service Date	Purchase Price
Year	Fuel Type	Tag County	Low Use Validation
Make	State Vehicle Number	Tag Expiration Date	Odometer Reading for Prior Year
Model	Funding Info	License Plate Number	

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*Note 1: Agencies provide this number during the procurement process but can later change this number.

Fields to be maintained by agencies.

Business Mileage	Odometer Reading	Commuting Mileage	Emission Test Date (*Note 1)
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*Note 1: Used for vehicles operated in counties requiring annual emissions testing.

Additional mandatory fields to be maintained by EPAct Reporting agencies (See Appendix B). These fields are optional for all other agencies.

Primary Use	Vehicle County	Routine Overnight Use
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Optional fields to be maintained at agency discretion.

Agency Vehicle Number (*Note 1)	State	Group 1	Title Number
Name	Zip	Group 2	Property Decal #
Employee #	Phone	Group 3	Wheel Chair Accessible (Y/N)
Address	Individual/Pool (**Note 2)	Agency Comments	Coordinated System (Y/N)
City			

*Note 1: The agency vehicle number will initially be provided by the agency and entered by Fleet Support Services. Agencies can re-number vehicles if they so desire.

**Note 2: The Motor Vehicle Assignment and Use Authorization (MV-1) Program maintains all assigned vehicle information. All vehicles coded as “individual” should have a record in this MV-1 program.

5. Data Displayed at Start Up

Sources of Display Information.

(1) FY 2004 Agency Inventory. Data was imported from the FY 2004 inventory submitted to Fleet Support Services during the period July 1, 2004 – August 15, 2004. This data has been edited to standardize entries across the state. A VIN decoder program has also been used to standardize this information and therefore may appear different than on copies of inventories retained at agency level. Some field names have also been changed, but the agency data was retained.

(2) FY 2005 Vehicle Additions. All vehicles acquired since July 1, 2004, have been added to the system by Fleet Support Services, utilizing vehicle purchase information forwarded to Fleet Support Services. This information is extracted from copies of documents required to be provided to Fleet Support Services as a part of the purchase process. The documents include copies of:

- Purchase Orders
- Certificate of Origin
- Invoice/Bill of Sale
- Transfer Forms
- Title
- Registration
- Assigned Vehicle Number (Assigned by the Agency)
- FSS Reference Number is placed on document to identification

Vehicles are retained in a “Pending Purchase (P)” status by Fleet Support Services until all appropriate information is received. These vehicles can only be viewed on the “Vehicle Acquisition Status” screen and will not appear in other agency screens, until such time as all information is provided to Fleet Support Services. When all information is received, the vehicle will be changed to appropriate status by Fleet Support Services, and agencies can then access these vehicle records using the mileage or vehicle maintenance screens.

AGENCIES SHOULD VIEW THE AGENCY ACQUISITION SCREEN FIRST and ensure all documentation has been forwarded. Vehicles acquired during FY 2005, with an in service date prior to July 1, 2005, must be entered into the system. Fleet Support Services uses the date provided on the title or vehicle registration to determine this date.

Removal of Vehicles from Inventory. Fleet Support Services will remove all vehicles from this system. Vehicles for which appropriate disposal documentation has been provided will be removed from the agency inventory. If vehicles are on the inventory and vehicles have been disposed, appropriate turn in documents must be provided to Fleet Support Services, and the vehicle will be removed from the inventory.

6. Correction of Data Errors

It is possible that errors have occurred during the conversion process from spreadsheet format to database format, due to VIN decoding. In most cases, agencies must notify Fleet Support Services to have corrections accomplished.

VIN (Vehicle Identification Number) validation. This system is driven by the vehicle VIN number. Agencies must verify this number for accuracy. All wrong VIN numbers must be corrected. A VIN check digit calculation has been performed on all VINs in this system. VIN numbers not passing this check will be provided to agencies for validation. For vehicles model year 1982 and beyond this is a 17 character number and does not contain the letters I, O, or Q. The most common errors are using the letter I for the

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number 1 (one), the letter O for the number 0 (zero), interchanging B for 8 and 8 for B, and interchanging 5 for S and S for 5.

Correcting Vehicles on Agency FY 2004 Inventory. If an error has occurred in vehicle data, and the vehicle is correct on the agency FY 2004 inventory, notify Fleet Support Services. The correct data from your inventory will be used to make necessary corrections.

Vehicles acquired during FY 2005. If errors are detected in FY 2005 data, provide Fleet Support Services the FSS reference number associated with the vehicle in question. Fleet Support Services will verify data entries using information currently on file and make necessary corrections.

Duplicate VIN records. If for some reason a duplicate VIN number was detected, only one vehicle record was retained in this system. The wrong record could have been retained. These records must be corrected if discovered.

Other errors. Agencies will be required to provide Fleet Support Services with appropriate supporting documentation to make the requested change. Appropriate documentation required by paragraph four of these instructions must be submitted to support requested changes.

Requesting Changes. Changes should be submitted to Fleet Support Services by email using the address gafleet@doas.ga.gov. The subject line should be addressed "Vehicle Inventory Correction." Using this method will insure that a record is made of each request and that appropriate action can be tracked in Fleet Support Services. Always include the VIN number of any vehicle for which correction is requested.

7. Helpful Hints for Getting Started

As with any new system, it is best to accomplish certain tasks prior to beginning work with the system and entering FY 2005 mileage information. Below is a list of suggested tasks you will want to consider, prior to utilizing this system.

Tasks prior to log in.

(1) Provide Fleet Support Services starting mileage for vehicles obtained from surplus and used vehicles purchases and provide to Fleet Support Services. The FY 2004 odometer reading must be entered by Fleet Support Services prior to FY 2005 mileage being entered by the agency. The odometer field should reflect the odometer reading as of the vehicle in service date.

(2) If the agency has vehicles with broken odometers, complete the actions required in paragraph nine.

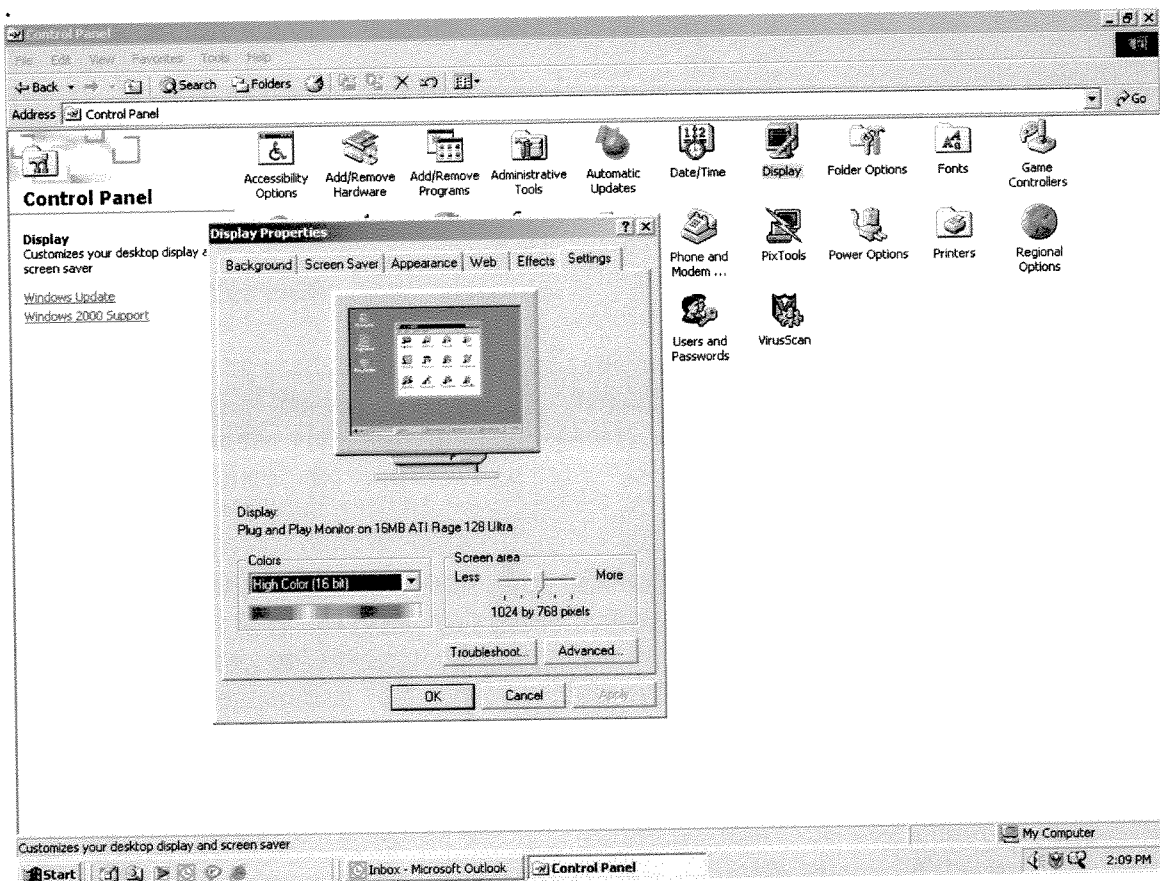
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(3) Require personnel providing mileage data to validate FY 2005 odometer reading prior to input. This can be derived by adding FY 2004 odometer reading, business miles, and commuting mileage for FY 2005. This test is conducted by the system at the time of entry. This will reduce the chances of your data being rejected at the time of entry.

(4) Arrange input worksheets in agency vehicle number sequence. This will facilitate the use of the “Next” button on the Agency Mileage Update Screen (Para 8b).

Tasks for computer work.

(1) Computer Screen Setting. Screens in this system can best be viewed by setting your computer monitor to 1024 X 768 pixels as shown below. This will avoid unnecessary scrolling as you work in the system.



(2) Check your Vehicle Acquisition screen first (see paragraph 11). Resolve any vehicle appearing on this screen that has FY 2005 mileage with Fleet Support Services prior to beginning the entry of your FY 2005 mileage data. Remember to insure documents forwarded contain the agency vehicle number and the FSS reference number.

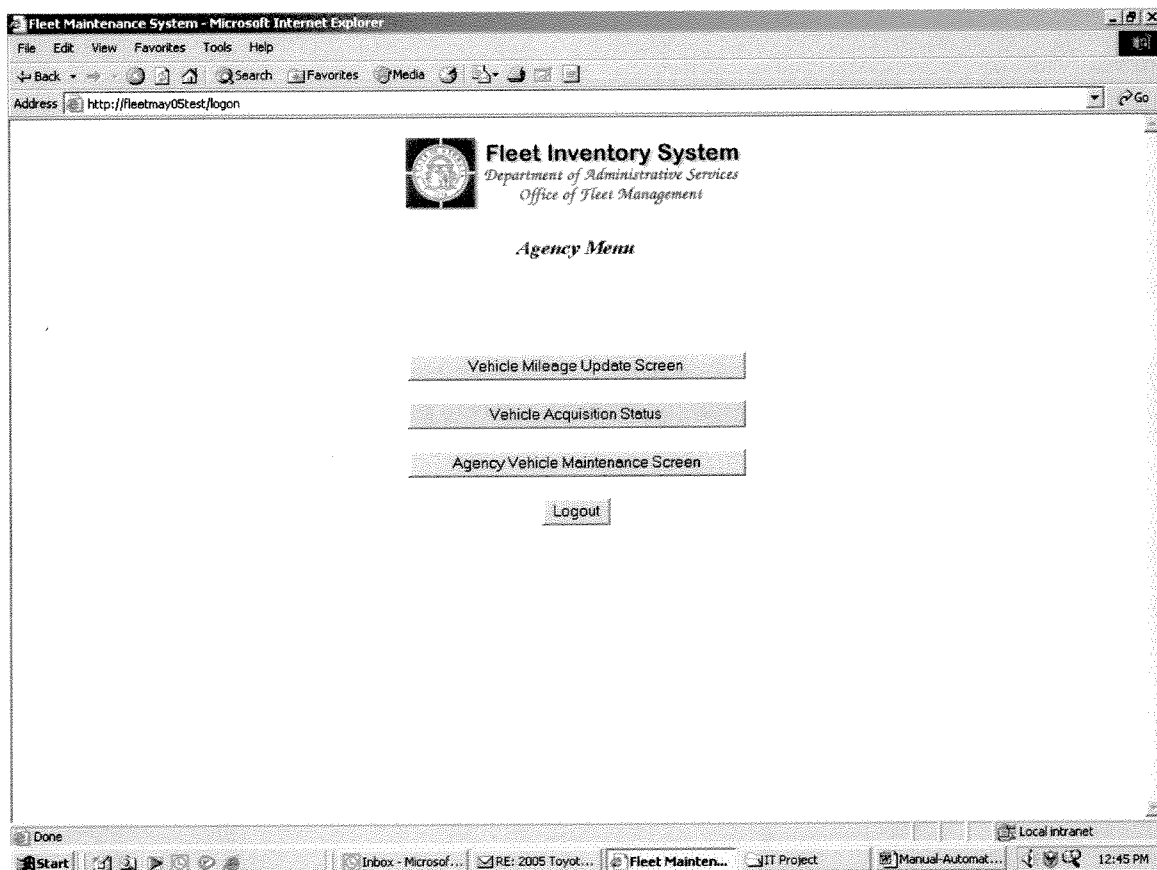
(3) Familiarize yourself with the screen search functions. These fields have string search capability and will retrieve agency records with the characters entered in the search criteria.

(4) Insure you use the “Update” function. If you make ANY change to a vehicle record click the “Update” function button. **Failure to update will result in the loss of new input.**

(5) Typing over the wrong data. If you type over or delete the wrong data, close the window without updating the record. When you re-open the window the old data should appear.

8. Input Screens for Agency/Sub Agency Use

Agencies have three menu selections from which to access the database information.



Vehicle Mileage Update Screen. This screen is used primarily to update vehicle mileage at the end of each fiscal year. It will also allow the update of agency vehicle number, emission test date, vehicle primary use, and vehicle county location. Paragraph nine contains user information for this function.

Vehicle Acquisition Status. This screen provides agencies a listing of all vehicles currently in the purchasing process (Status Code P). This includes all vehicles being gained by the agency to include donations, transfers, etc. Agencies use this screen to record the vehicle delivery date (or estimated date). Agencies will want to check this screen first before entering mileage. Paragraph 12 contains user information for this function.

Agency Vehicle Maintenance Screen. This screen will allow agencies to update optional information maintained in this database. This is a general use screen and displays all vehicle data. Paragraph 10 contains user information for this function.

9. Mileage Update Instructions

Agency Mileage Search Screen. This screen allows agencies to locate vehicles in several different ways. An agency can click on vehicles listed or type in appropriate information in search blocks and search for desired vehicles.

Fleet Inventory System
Department of Administrative Services
Office of Fleet Management

Agency Mileage Search

Agency: Administrative Services, Department of

Click to Print To view or edit property detail, click on the appropriate row

[Back to Main Menu](#)

Subagency: Agency Vehicle Number: Make:

Mileage Validated: Year: Model: VIN:

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Status	Agency Vehicle #	Appr Type	Year	Make	Model	VIN	Sub-Agency	Odometer
A	0101s	DN	2000	Ford	Taurus	1FAFP5221YA183339	Motor Pool	0
A	0102		2000	Ford	Taurus	1FAFP5228YA183340	Motor Pool	0
A	0103		2000	Ford	Taurus	1FAFP522XYA183341	Motor Pool	105255
A	0104		2000	Ford	Taurus	1FAFP5221YA183342	Motor Pool	0
A	0105		2000	Ford	Taurus	1FAFP5223YA183343	Motor Pool	0

Key Features of the Agency Mileage Screen

(1) Screen display. This screen displays a listing of all active vehicles for which mileage data can be inputted. It appears in agency vehicle number sequence and the odometer reading reflected is the vehicle odometer reading for FY 2005.

(2) Recommended Usage. It is recommended that agencies organize FY 2005 vehicle mileage data by agency vehicle number in ascending order for input ease.

(3) Mileage Validated Button. This button provides agencies fast access to completion status of mileage input information:

Set to “YES” a listing appears of all vehicles for which 2005 mileage data has been entered and accepted.

Set to “NO” a listing appears of all vehicles for which 2005 mileage data has not been input and accepted.

“Not Set” shows a listing of all vehicles. A zero will be reflected for vehicles for which 2005 mileage has not been updated and the 2005 odometer reading should be reflected for all vehicles with accurate 2005 mileage reported.

(4) Click to Print. The Print button will provide the agency with a listing of the information as it appears on the screen based on selected buttons. This is a screen print only and can not be sorted into another format.

(5) Sub-agency Selection. This button is for agencies that have/will organize their inventories by sub-agency. Select the appropriate sub-agency and the data will appear for the sub-agency only.

(6) Field Search. This will allow you to search for records in several different ways (i.e. typing in the last few numbers a VIN will usually locate a vehicle in your database. Any string of characters typed in a search field will retrieve all records with this criteria.

Agency Mileage Update Screen.

This screen is used to input 2005 mileage information. Agencies are required to make three entries on this screen, and they include business mileage, commuting mileage, and the vehicle odometer reading as of June 30th.

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Fleet Inventory System
Department of Administrative Services
Office of Fleet Management

Agency Mileage Update

Agency: Administrative Services, Department of SubAgency: Motor Pool

State Vehicle Number: 403-0102 Agency Vehicle Number: 0102 Low Use Validation:

Tag County: Fulton License Plate: 154772 VIN: 1FAFP5228YA183340

Year: 2005 Make: Ford Model: Taurus

Last Year's Odometer: 85452 Mileage Validated: Yes

Business Miles: Commuting Miles: Odometer:

Group 1: Group 2: Group 3:

Emission Test Date: Primary Use: Multiple user pool Vehicle County:

Comments:

Key Features of the Mileage Update Screen

(1) Mileage Validation. This system will automatically validate all mileage information at the time of input by an agency. This system will take last year's (2004) odometer reading as provided on the 2004 agency inventory, add the business and commuting mileage for this year, and verify the odometer reading for 2005. If the mileage is correct, the agency will be allowed to update the record and the mileage validation will reflect "Yes." If "No," the agency must obtain the correct mileage information. Remember it is best to have vehicle operators validate this information prior to input.

(2) Mileage Input Problems.

Error in FY 2004 odometer mileage. If the mileage information is wrong for FY 2004 the agency must contact Fleet Support Services and get the vehicle record corrected to reflect the correct FY 2004 odometer reading.

Used or surplus vehicle acquired during FY 2005. Provide Fleet Support Services with the odometer reading of the vehicle when acquired. Fleet Support Services will enter this information prior to agency updating mileage information.

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Odometer broken. Agencies are responsible for estimating mileage for vehicles that have broken odometers. If an odometer has been repaired during the year the agency should contact Fleet Support Services to reflect accurate mileage information. An agency must also enter a remark in the agency remarks section (i.e. broken odometer, mileage estimated).

(3) Update/Validate Mileage button. This button **MUST** be clicked to update vehicle record information. This will lock the vehicle information into the system, and the agency can not make further edits. If for some reason this mileage information is determined to be in error, the agency must contact Fleet Support Services to make the necessary correction.

(4) Next Button. The next button will allow you to access the next record in ascending agency vehicle number sequence. You can access the next record with a “Yes” or “No” response in the Mileage Validation section.

(5) Low Use Validation. Vehicles that are validated as having low annual mileage by Fleet Support Services will be coded in this block. This should prevent low use validation on an annual basis.

(6) Emission Test Date. Agencies operating vehicles in counties requiring emissions test must enter the last test date for this vehicle. This must be within the last 12 months.

(7) EPA Act Reporting Agencies (See Appendix B). For agencies required to report annual vehicle acquisition information two additional blocks must be verified.

Vehicle County. If a vehicle is tagged in a reporting county but actually resides in a non reportable county, the vehicle county where the vehicle resides must be entered.

Primary Use. If the agency exempts the vehicle because of law enforcement or emergency use, the appropriate use must be entered in this field to grant the exemption.

(8) Annual Automatic Calendar Rollover. If this system is used to obtain mileage data for FY 2006 Fleet Support Services will use a calendar rollover method. Agencies will use the same mileage input screen for FY 2006 mileage if required. Agencies will be notified of this change.

10. Agency Vehicle Maintenance Screen

This is a general purpose screen showing all the information for each vehicle. Search criteria provides several different methods to locate vehicles. Once a vehicle is located, click and you will go to the Agency Vehicle Maintenance screen.

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Department of Administrative Services
Office of Fleet Management

Agency Vehicle Search

Agency: Administrative Services, Department of

Click to Print To view or edit property detail, click on the appropriate row

[Back to Main Menu](#)

Subagency: Agency Vehicle Number:

Year: Make: Model:

Approval Type: VIN: License Plate:

156 Records retrieved

Status	Agency Vehicle #	Appr Type	Year	Make	Model	VIN	License Plate	Sub-Agency
A	0101s	DN	2000	Ford	Taurus	1FAFP5221YA183339	154773	Motor Pool
A	0102		2000	Ford	Taurus	1FAFP5228YA183340	154772	Motor Pool
A	0103		2000	Ford	Taurus	1FAFP522XYA183341	154771	Motor Pool
A	0104		2000	Ford	Taurus	1FAFP5221YA183342	154770	Motor Pool

Key Features of the Agency Vehicle Search Screen

(1) Status. This column shows the status of each vehicle. Vehicles coded as “A” (Active) are the vehicles that are counted in the agency count. The following codes are also used but the vehicles are not included in the agency count.

H – Historical

IN – Instructional Non-roadworthy (DTAE and GPSTC)

IR - Instructional roadworthy (DTAE and GPSTC)

RF – Rural Fire Defense (GA Forestry Only)

(2) Approval Type. A vehicles is coded “RV” (replacement vehicle) if it has been projected by the agency as a replacement vehicle. This vehicle must be disposed of within 30 days of the receipt of the new vehicle. Click on a vehicle in this category and it will take you to the Agency Vehicle Maintenance screen, which will provide the Fleet Support Services approval reference number associated with this transaction. Fleet Support Services must be notified if an agency desires to substitute another vehicle for any vehicle coded “RV.”

Agency Vehicle Maintenance

Agency: Administrative Services, Department of
 SubAgency: Motor Pool

State Vehicle Number: 403-0102
 Year: 2000
 Body Style: Sedan, Mid Size
 License Expiration Date: 03/31/2006
 GVW:
 Original Purchase Price: \$14,943
 Owned/Leased: Owned
 Approval Reference:

VIN: 1FAPP5228YA183340
 Make: Ford
 License Plate: 154772
 In service date: 03/07/2000
 Fuel type: F Flex Fuel Ethanol/Gasoline
 Funding Source: A Agency
 Leasing Company:
 Approval Type:

Model: Taurus
 Tag County: Fulton

Leasing Date:

Agency Vehicle Number: 0102
 Group 1:
 Primary Use: Multiple user pool
 Name: Walton, Connie
 City: Atlanta
 Address: 204 Jesse Hill Jr Dr
 Title Number:
 Low Use Validation:

Vehicle County: Fulton
 Group 2:
 Individual: ☐ Pooled: ☒
 Employee #:
 State: GEORGIA
 Property Decal Number:
 Coordinated System: Yes: ☐ No: ☒

Emission Test Date:
 Group 3:
 Routine Overnight Use: Yes: ☒ No: ☐
 Phone: 4046560638
 Zip: 30334
 WheelChair Accessible: Yes: ☐ No: ☒

Comments:

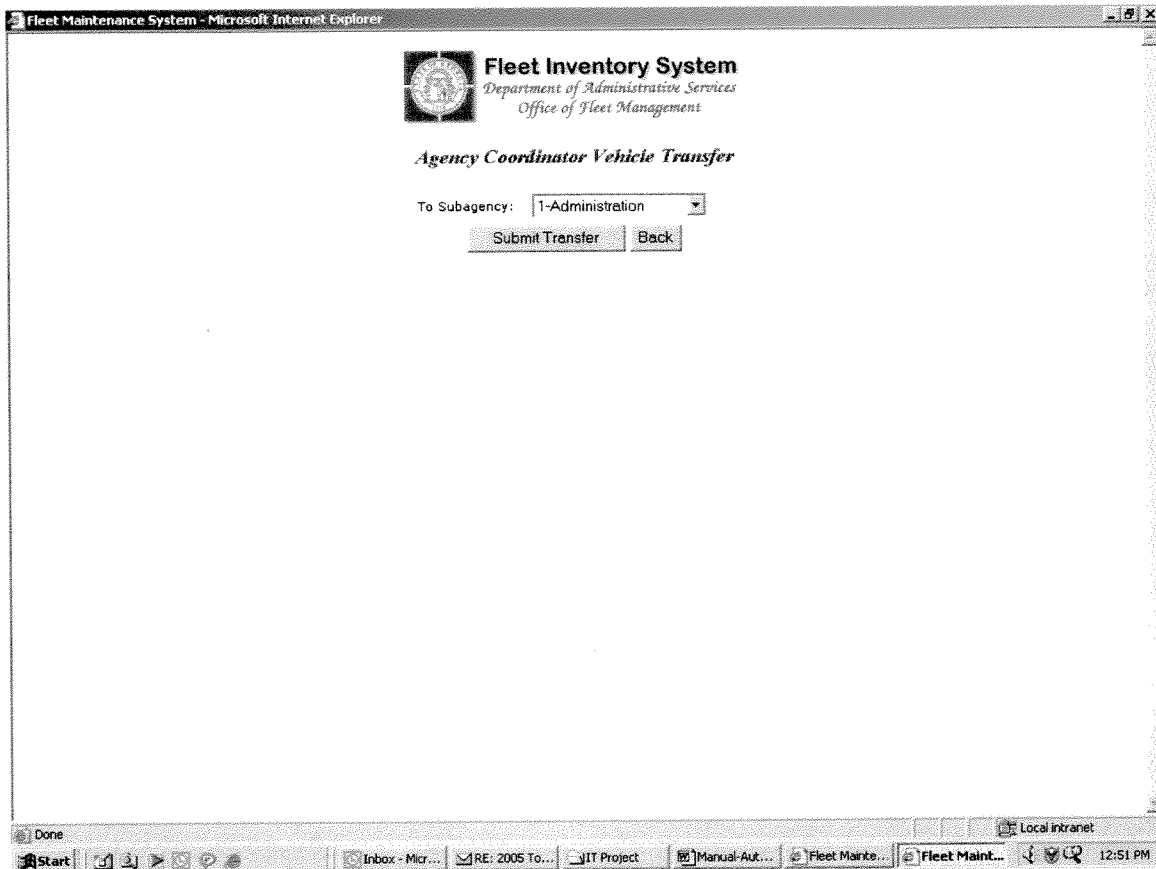
Update Vehicle Transfer Vehicle Close Window

Key Features of the Agency Vehicle Maintenance Screen

- (1) Approval Reference. This number appears on the bottom row of Fleet Support Services information. This is the reference number assigned by Fleet Support Services and should be used by agencies when conducting follow up on vehicles in the purchase process.
- (2) Transfer Vehicle Button. (Used only by agencies utilizing the sub-agency function of this system.) This button gives agency vehicle coordinators the ability to transfer vehicles between sub-agencies. If the sub-agency does not exist, the agency must contact Fleet Support Services to establish the sub-agency (See paragraph three).
- (3) Group 1, Group 2, and Group 3. These fields can be used by an agency to record the location of vehicles. It is maintained at agency or sub-agency level only.
- (4) Title Number and Property Decal Number. These fields are provided for agency use. Agency coordinators may elect to use these fields for other purposes. For example, the Purchase Order number could be placed in either of these fields, if desired.

11. Agency Coordinator Vehicle Transfer Screen

This screen is accessed from the Vehicle Maintenance Screen by selecting the Transfer button at the bottom of the page.



Key Features of the Agency Coordinator Vehicle Transfer Screen

- (1) This function provides the agency maximum management flexibility; allowing each fleet coordinator to divide the agency inventory into smaller sections for agency management purposes. This can be done to divide the inventory among several personnel at agency level or to allow for mileage input in field locations around the state.
- (2) Sub-agency designations are assigned by the fleet coordinator and do not have to correspond to any naming convention currently being used by the agency. This is for vehicle management only and can follow supervisory lines, locations, regions, or districts, etc.
- (3) It is not necessary for every vehicle to be assigned to a sub-agency. Some vehicles may be managed at agency, while others are assigned to a sub-agency.
- (4) If no sub-agencies are established the default will be the agency name.

(5) Fleet Support Services must input any sub-agency names to be used by the agency. Once name has been input, the sub-agency names will appear using the drop down provided in the "To Sub-agency" block. Select the appropriate sub-agency the vehicle is to be assigned for inner agency management and select "Submit Transfer." This will move the vehicle into that sub-agency category for vehicle management.

(6) Fleet coordinators can establish sub-agency users by providing the information required by Appendix A.

(7) Review paragraph three of this manual prior making a decision to utilize this system function.

12. Vehicle Acquisition Screen.

Vehicles displayed on this screen are in the purchasing process with Fleet Support Services. Vehicles are moved to an appropriate status when all purchase/transfer information has been received in Fleet Support Services. Required documentation is listed in paragraph 5 of these instructions.

Fleet Inventory System
Department of Administrative Services
Office of Fleet Management

Agency Acquisition Search
Administrative Services, Department of

Click to Print

To view or edit property detail, click on the appropriate row

[Back to Main Menu](#)

Subagency: Approval Reference: Approval Type:

Year: Make: Model:

Agency Vehicle Number: VIN:

[Search](#)

7 Records retrieved

Status	RefNbr	Appr Type	Agency Vehicle #	Year	Make	Model	VIN	Sub-Agency
P			Z102	2006	BMW	null		Administration
P	771	RR	Z771	2005	Ford	Freestar		Mail and Courier
P	998	RA	Z998	2006	Chevrolet	null		Administration
P			0		null	null		Administration

Key Features of the Agency Acquisition Search

(1) RefNr. This column provides the Fleet Support Services reference approval number assigned to a vehicle request. **This number should be placed on all purchase documentation forwarded to Fleet Support Services.** This will insure that documentation is recorded to the correct vehicle.

(2) Agency Vehicle #. Until such time as the agency provides the number assigned each vehicle, Fleet Support Services will assign a temporary vehicle number. Currently, this number begins with a Z and is followed by the Fleet Support Services reference number. Future numbers will begin with a Z followed by the reference number, the letter P or S, and 3 digits. The last three digits will be used to number the vehicles on the request and to insure each vehicle has a unique record at the time of approval. (Example: Z1000P001, Z1000P002. The reference number is 1000 and there were two vehicles on the request 001 and 002). The letter P indicates it is a purchase action, and the letter S indicates it is a vehicle projected for turn in.

(3) Click on a specific vehicle and all current known data provided to Fleet Support Reference will be displayed on the Agency Acquisition View Screen below.

Fleet Inventory System
Department of Administrative Services
Fleet Support Services

Agency Acquisition View

Approval Reference Number:	State Vehicle Number:	Agency Vehicle Number: 403-0734
Agency: Administrative Services, Department of	SubAgency: Motor Pool	
Purchase Order Approval Date:	BodyStyle: Sedan, Mid Size	
Year: 2001	Make: Toyota	Model: Camry
Original Purchase Price:	Funding Source: R Re-Issue	Owned/Leased: Owned
VIN: 4T1BG22K81U790734	GVW:	Fuel Type: G Gasoline
License Plate:	Tag County:	License Expiration:
Approval Type SA Surplus Addition	In Service Date:	Status: P Pending Purchase
Vehicle Delivery Date: 01/02/2004		

Update Delivery Date Close Window

Key Features of the Agency Acquisition View

- (1) All of the above fields must be entered before a vehicle is moved to an active status. Blank fields indicate documentation has not been provided to Fleet Support Services.
- (2) Purchase Order Approval Date. All purchase orders must be approved by Fleet Support Services. This approval date is entered. This date is used to establish suspense dates for copies of all purchase documentation unless the agency enters a vehicle delivery date (or estimated date) in the Vehicle Delivery Date field.
- (3) Vehicle Delivery Date. Agencies use this field to enter delivery date (or estimated delivery date) of vehicles. Dates in this field will be used to determine when purchase data should arrive in FSS. This field should be used when the procurement process will be more than 45 days longer than the date of the Purchase Order Approval Date in paragraph (2) above.
- (4) End of the Fiscal Year acquisitions. Vehicles received late in the fiscal year must have the title and tag process completed prior to moving vehicle to active status. Every effort should be made to have this action completed and forwarded to Fleet Support Service by August 1st.

13. Reports

As stated in the beginning of these instructions, this is an interim program. Extensive on line reports were not part of the design. The following capabilities are available to agencies.

Print Screens. Screens are equipped with print buttons that allow a printout to be produced of the information displayed on the screen. Print screens can be quite extensive, if an agency has a large number of vehicles selected. Ensure the number of vehicles is verified prior to executing this print option.

Specialized reports. Agencies having specialized reporting requirements can contact Fleet Support Services, and these reports can be generated from this database and transmitted to the agency in Excel format. These reports would be for agency use only, and any changes made by the agency to these reports can not be imported into this program database. All changes have to be inputted direct into this system.

14. System problems or changes

There is no plan to make major changes to this system. Changes will be made only as problems occur and a change is warranted. Fleet Support Services will be notified of any problems encountered with this system.

15. Fleet Support Services Point of Contact for this Program

All inquiries regarding this program, data correction, establishment of sub agencies, etc. should be addressed to:

Richard H. (Dick) Stokes
Fleet Support Services
Phone: 404-656-5781
Email: gafleet@doas.ga.gov

Additional copies of this manual can be downloaded from the Fleet Support Services Website <http://www.ofm.doas.georgia.gov>.

Appendix A, Login Instructions

1. Individual User ID assignment. Agency fleet coordinators will provide to Fleet Support Services the following information to establish access to this program. This request should be sent by email to gafleet@doas.ga.gov. The subject line should be addressed "Vehicle Inventory ID Request."

- (1) User ID. This is the name the individual desires to use at login.
- (2) First Name. This is user's first name; it may be different from login name.
- (3) Last Name.
- (4) Telephone number.
- (5) E-mail address. Insure this is correct as user password is sent to this address.
- (6) Level of access. Agency or sub-agency. If sub-agency authorization is requested, the fleet coordinator must provide the sub-agency(s) the individual is granted access.

Agencies may request more than one user at agency or sub-agency level.

2. Password. Upon receipt of the above information e-mail, Fleet Support Services will establish user in the system. The user will receive email providing them a temporary password to initially log into the program.

3. Accessing the system. User accesses the system using the following address:
<http://www.fleetinventory.doas.ga.gov>.

User will enter the temporary password. System will require the user to change his/her password at this time. The password must be at least one character and can not exceed 20 characters. Once this is accomplished, the user is granted access to their level of authorization and the screen discussed in paragraph seven should appear.

An example of the login screen is shown below.


Fleet Inventory System

Fleet Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address http://Fleetmay05test/login.jsp Go



Fleet Inventory System
Department of Administrative Services
Office of Fleet Management

Enter user ID:

Enter password:

Done

Start | Inbox - Microsoft Outlook | RE: 2005 Toyota - Messa... | Fleet Management Sy... | Local intranet

12:42 PM

Appendix B, Instruction for EPAct Reporting Agencies

1. Agencies that own 50 or more light duty vehicles (8,500 lb gross vehicle weight rating or less) are evaluated on an annual basis to determine if their fleet is covered under EPAct. This action is accomplished by the Fleet Support Services during the month of September of each year. Data contained in this database will be used to determine if an agency must complete an EPAct Reporting worksheet. The report is done separately and must be prepared at agency level..

2. Beginning with the submission of the Model Year 2005 report, all agency worksheets will be validated using the data contained in this system database. The following validation process will be used.

(1) GVW. Vehicles weighing over 8,500 pounds must have an entry. Vehicles with no entry will be assumed to be light duty vehicles (8,500 lbs or less). This information will be used to determine if the agency has over 50 light duty vehicles.

(2) Tag county/vehicle county. Vehicles will be screened using the tag county field in this system. Vehicles tagged in counties listed in the table below will be counted, UNLESS the agency had entered into the vehicle county field a county not listed in this table. Vehicles shown as residing in a county outside the reporting counties will be subtracted. This information will be used to determine the number of vehicles within a reporting area.

(3) Primary use field. Agencies excluding vehicles on their report for emergency or law enforcement purposes must clearly have this identified in the primary use column.

(4) Exclusion for parked at a private resident when not in use. Agencies must insure that the field routine overnight use is checked yes to count this exemption.

3. Counties included in MSAs in Georgia.

Atlanta Area MSA	Atlanta Area MSA	Augusta Area MSA	Columbus Area MSA	Macon Area MSA
Barrow	Fulton	Columbia	Chattahoochee	Bibb
Bartow	Gwinnett	Richmond	Harris	Houston
Carroll	Henry		Muscogee	Jones
Cherokee	Newton			Peach
Clayton	Paulding	Chattanooga Area MSA		Twiggs
Cobb	Pickens	Catoosa		
Coweta	Rockdale	Dade		
Dekalb	Spalding	Walker		
Douglas	Walton			
Fayette				
Forsyth				

4. Definitions. The following definitions are provided for information only.

- Light Duty Vehicle (LDV). Any vehicle whose Gross Vehicle Weight (GVW) is less than 8,500 pounds.
- Emergency Vehicle. Any vehicle that is legally authorized by a government authority to exceed the speed limit to transport people and equipment to and from situations in which speed is required to save lives or property, such as a rescue vehicle, fire truck, or ambulance.
- Law Enforcement Vehicle. Any vehicle which is primarily operated by a civilian or military police officer or sheriff, or by personnel of the Federal Bureau of Investigation, the Drug Enforcement Administration, or other enforcement agencies of the Federal government, or by state highway patrols, municipal law enforcement, or other similar enforcement agencies, and which is used for the purpose of law enforcement activities including, but not limited to, chase, apprehension, and surveillance of people engaged in or potentially engaged in unlawful activities.
- Non-Road Vehicle. Any vehicle which is not licensed and titled to be driven on state highways and roads.
- Model Year (MY200?). Model year 200? is vehicles placed in service between September 1, 200? and August 31, 200?.